



Minutes of the Full Governing Board (FGB) Meeting

Tuesday 4th October 2022, 6pm, Tavistock Primary and Nursery School

Please note: This meeting is open to the public. Meeting dates are published in the school newsletter and on the website. If you would like to attend please notify the Clerk to the Governors.

CHAired BY: Darren Newland	DN	CLERKED BY: Kirsten Wake	KW
PRESENT: Tim Bonney (TB), Ben Chilcott (BC), Nicky Collett (NC), Pat Dickinson (PD), Laura Handel (LH), Sue James (SJ), Darren Newland (DN), Matt Page (MP), Rebecca Sargent (RS), Mike Smith (MS), Kirsten Wake (KW), Karen Wright (KWR)			
APOLOGIES: None			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG22/23_11	<u>Appointments</u> Governors unanimously approved the appointment of Rebecca Sargent. DN, nominated, SJ seconded.	DECISION
FG22/23_12	<u>Apologies for absence</u> No apologies for absence received.	
FG22/23_13	<u>Business/Pecuniary Interest Register</u> None declared. Interest of staff declared in policies.	
FG22/23_14	<u>Subject Leader Report – SENDCo</u> Clare Lashley updated governors on current position of SEND. 75 children under SEND register, including 17 with EHCPs and 5 EHCPs in progress. 23 children requiring one to one support, without the right level of funding. Some of the children who have one to one support are still not having their needs met. This is a LA issue, not a school issue and is proving difficult to manage. There are multiple routes being employed to manage SEND children, including: <ul style="list-style-type: none"> - 1 child accessing alternative provisions. EHCP says that child needs specialist school. - 3 children on reduced timetables - 2 children at risk of permanent exclusion Q1. Of the first 4, are we going to receive funding? (BN) A1. 2 out of 4 are funded. 2 don't have funding. EHCPs have been applied for and have not been completed by DCC. DCC have been issued with a notice to improve. These children have a large impact on workload and TA management. (CL) <ul style="list-style-type: none"> - Curriculum – different children do alternative activities to other children. Alternative timetables and alternative curriculum are being accessed within school. Future task includes improvement of annual reviews of EHCPs and is included on the action plan for the SENDCo. That is underway, but dependent on local authority action. <u>Successful programmes</u>	CHALLENGE



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	<ul style="list-style-type: none"> - Funfit - New interventions, including project x – reading scheme for children not making expected progress. TAs and teachers reporting that it has been effective. - Laptops that we were given have been used as a SEND laptop bank, so that children are using them in the classroom. - Better inclusion of all pupils in classroom is being achieved, but this is still an ongoing challenge. - Social emotional and mental health needs – 15 pupils receiving attachment based mentoring each week, 13 pupils receiving play therapy – some funded by school and some funded by other sources. - Behaviour – Training is being delivered next week for staff on behaviour management. <p><u>Challenges</u> Support from the local authority. Lack of support from parents out of school. Q2. What does that involve? (TB) A2. Listening, signposting and preparing resources. (CL) Q3. Could we share resources with other schools? (TB) A3. Unfortunately not, because resources have to be very individual for those children. (CL)</p> <p><u>Future direction of SEND provision</u></p> <ul style="list-style-type: none"> - Behaviour management. - Universal provision so that what happens in classroom suits all children. - SEND policy is out of date, so needs updating. - SEND report is due in November. <p>Q4. There are a high proportion of children with one to one needs. How do we benchmark this? Has there been a steep increase everywhere? (BC) A4. Combination of factors involved in the rise in numbers, including that as a maintained school we can't say no to SEND children. Families are also signposted to our school, more than other local schools, because of our SEND experience. (CL) Q5. Have we had any children leave because of the slow processing of SEND paperwork? (MP) A5. Yes, one, but that was because parents decided to home school. (CL)</p> <p>Governors discussed whether the school can identify how much it is self-funding those SEND pupils who are not funded. Governors also discussed how they might support the school by writing to Councillors/MP. DN agreed to write a letter outlining the matter to Cllr Sellis. This will be kept on record to provide an audit trail of action taken by Governors to raise awareness of the problem.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION DN</p>
FG22/23_15	<p><u>Vision – Where are we now?</u></p> <p><u>Minutes of the last meeting</u> Minutes of the FGB meeting on 13th September 2022 were approved and signed by the Chair, with no amendments.</p> <p><u>Actions from the last meeting</u></p> <p><u>Tuesday 11th January 2022</u> FG21/22_34 ECT policy – c/f LH – later in agenda</p> <p><u>Tuesday 15th March 2022</u> FG21/22_49</p>	<p>DECISION</p> <p>COMPLETED</p> <p>COMPLETED</p>



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	Emergency Management Plan – To be added to agenda for next meeting. – later in agenda	
	<u>Tuesday 26th April 2022</u> <u>FG21/22_62</u> KW to allocate to governors to review policies and statements on an ongoing basis. Policies for approval to be added to agenda for next meeting. Complete.	COMPLETED
	<u>Tuesday 19th July 2022</u> <u>FG21/22_76</u> DN to complete a monitoring visit form for the finance monitoring visit held – in hand	COMPLETED
	<u>FG21/22_79</u> Section A – This will be the first section to be looked at by all governors at the next meeting. DN to complete a monitoring visit form.	ACTION DN
	Skills audits to be completed by all governors. KW to amend the final column heading to ‘Governor’.	COMPLETED
	BC to sit with KWR for update on skills. Then will submit.	ACTION BC
	<u>FG21/22_81</u> Prepare a flowchart explaining the complaints procedure for the school website. Governors agreed that NC shall display a summary of the complaints procedure in the newsletter, as a reminder to parents.	COMPLETED
	Governors discussed fostering parent/teacher relationships. Agreed to keep the flowchart on the policies page and add to parents page.	ACTION NC
	All governors agreed that a survey to parents and to pupils would be conducted in the Autumn Term.	ACTION LH
	Survey will go out once the SSIP has been completed. Questions need to be linked to the SSIP.	ACTION SF
	SJ suggested there could be an inclusion in the newsletter ‘parent’s survey coming soon’.	
	<u>Meeting dates 2022-23</u> LH to allocate ‘subject lead’ to specific teachers.	COMPLETED
	<u>Clerking arrangements</u> A clerk@ email address has been created, to be added to the website. No other arrangements.	COMPLETED
	<u>Tuesday 13th September 2022</u>	
	<u>FG22/23_01</u> KW to prepare staff governor vacancy notice, for circulation by LH.	COMPLETED
	<u>FG22/23_07</u> Roles 2022-23 –. LH to circulate revised version. To be discussed later in agenda.	
	<u>FG22/23_08</u> Delegation Planner – Governors asked KW to investigate an alternative layout for this document. Incomplete. C/f to next meeting.	C/F KW
	<u>FG22/23_09</u> <u>SSIP Action Plan</u> Under development. Will be circulated on completion.	COMPLETED
	<u>Monitoring Schedule for 2022/23</u>	COMPLETED



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	<p>Will be sent out following completion of SSIP. <u>Vision and Strategic Plan</u> MS to monitor Vision and Strategic Plan – will be part of monitoring schedule. Governors agreed that the policy list should be colour coded so that it is easier to distinguish between DCC policies and school policies.</p> <p><u>FG22/23_10</u> Annual Safeguarding Level 2 Training – Governors agreed to undertake training on Tuesday 6th December 2022.</p> <p><u>Pay Committee Meeting</u> Committee members SJ, BC, TB, MP agreed to meet after the FGB meeting on 8th November at 7pm.</p>	<p>COMPLETED</p> <p>C/F FGB DEC</p> <p>ACTION SJ/BC/TB/MP/LH</p>
FG22/23_16	<p><u>Policies</u></p> <p>Early Career Teacher (ECT) Induction Policy. Approved.</p> <p>Business Continuity Plan/ Emergency Management Plan & Critical Incident Pack DN recommended approval. Additional document from ed psych has been incorporated. Copy published on one drive for staff and on website for parents. (latter excluding the critical incident pack). Approved.</p> <p>Finance policy – updates made. Recommended for approval by DN. Approved.</p> <p>H&S policy – Recommended for approval by DN. Approved.</p> <p>Behaviour policy – Under review. Recommended for approval by SJ. Approved.</p> <p>Statement of behaviour principles. Recommended for approval by SJ. Approved</p> <p>Collective worship – Reviewed by MS. Dates need updating. KW to update. Statutory obligations need checking. Lisa Daymond to check. Subject to those amendments/checks recommended for approval. Approved.</p> <p>Clare Lashley is the Designated teacher for looked after children.</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>ACTION KW/LD</p> <p>DECISION</p>
FG22/23_17	<p><u>Schools Financial Value Standard (SFVS)</u></p> <p>Monitoring visit to be arranged by DN.</p>	<p>ACTION DN</p>
FG22/23_18	<p><u>Safeguarding</u> No updates.</p>	
FG22/23_19	<p><u>Monitoring</u></p> <p><u>Governor Roles 2022-23</u> Governors reviewed the document and discussed amendments. LH to amend and circulate to governors.</p> <p><u>Timetable for Monitoring Visits</u> To be integrated into SSIP.</p>	<p>ACTION LH</p> <p>ACTION LH</p>
FG22/23_20	<p><u>SSIP</u></p> <p>LH presented the SSIP priorities.</p> <p>Q6. How are you dealing with amber card cases? (MP) A6. All the same processes being used, but not using cards. (LH)</p>	<p>CHALLENGE</p>



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	<p>Q7. How do we track that? (TB) A7. CPOMS is used to record serious (previously known as 'red card') incidents. (LH)</p> <p>Q8. Will incidents be included in the headteacher report? (MP) A8. No. The numbers will not provide governors with effective data to monitor. Instead, the report will discuss exclusions. The behaviour expectations are listed in the SSIP and the headteachers report will focus on those expectations. (LH)</p> <p>Q9. How will we monitor behaviour? (TB) A9. Governors discussed. Concluded that governors monitoring should include exclusions; scrutinising the minutes of the school council meetings; asking staff and parent voice – do they think behaviour management has improved; and TB to attend school council meetings. (ALL)</p> <p>Q10. How will governors know the new behaviour system is working? (DN) A10. The Headteacher suggests that she will report against the SSIP (LH)</p> <p>Governors agreed that they should all be mindful that monitoring visits do need to be done during school hours so that behaviour can be monitored first hand.</p> <p><u>Reading</u> – to ensure reading is embedded and to ensure new staff, new phonics and early reading programme are captured.</p> <p><u>Maths</u> - Believe maths reasoning was not taught during lockdown and so this is new focus for SSIP. Training for staff will be provided.</p> <p><u>Training</u> - NC to set up training programme for newly joined teachers by subject leaders for Maths and English.</p> <p><u>Atrium</u> – joint teaching and collaboration in early years.</p> <p>New column will be added for 'Target Position'.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>ACTION TB</p> <p>CHALLENGE</p>
FG22/23_21	<p>Governors discussed how they preferred to receive meeting papers. Governors agreed that the Clerk will publish on One drive, as well as sending all papers as attachments with the agenda.</p> <p>Governors agreed that they wish to receive all meeting papers no later than one week prior to a meeting. Any other documents, unless statutory, will be c/f to the next meeting.</p> <p>Apologies received from DN and PD for the meeting on 8th November 2022.</p>	<p>DECISION</p> <p>ACTION KW</p> <p>DECISION</p>

DATE OF NEXT FGB MEETING: Tuesday 8th November 2022, 6pm, Tavistock Primary and Nursery School

These minutes are agreed

*Without amendment / with the following amendments (*please delete as appropriate):

Signed:

Dated:

A list of acronyms can be found at <https://www.nga.org.uk/Glossary.aspx>